

**GRANT COUNTY FIRE DISTRICT #3**  
**Board of Commissioners**  
**November 10, 2020**

The regular scheduled meeting of the Grant County Fire District #3 Commissioner's was called to order by Chairman Yeates on November 10, 2020 – 9:30 a.m., at the District Main Station via Zoom.

Present: Chairman Yeates, Commissioner Williamson, Chief Fortier, Executive Assistant Weber (aforementioned attended by Zoom) Interim Chief Leibel and District Secretary Stucky (at the main station).

Board of Trustee: Absent

Staff: None

Liaison: Absent

Public: None

Volunteer: None

**PRESENTATIONS/AUDIENCE**

None.

**APPROVAL OF CONSENT/ AGENDA**

Presented to the Board was the consent agenda/agenda for the November 10, 2020. As the Board had no additional changes/correction, (consent agenda/agenda) it was **moved/seconded (AW/CY/all concurring) to approve the consent agenda/agenda. Motion carried.**

**MINUTES**

With the Board having no comments/changes, etc. the minutes from the regular commissioner meeting of October 14, 2020, special meetings of October 21 and October 28, 2020 was approved. **(consent agenda)**

**BOARD OF TRUSTEES**

The Board reviewed and approved the invoices submitted: Representative Rios will review the invoices later this week. Secretary Stucky will forward all the documents to BVFF after his approval.

## FINANCIAL REPORT

The October checks were verified against the cover sheet submitted; vendor names/amounts were verified by Administrative Assistant Bowling.

District Secretary Stucky received the September financial statements has reviewed and all funds and are balance. The report stands as distributed. **(consent agenda)**

## CORRESPONDENCE

Liz Loomis – FYI

## VOUCHER APPROVAL

Vouchers audited and certified by the Auditing Officer as required by RCW 42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a list which has been made available to the Board.

As no additional questions/comments/concerns, and as of this 10<sup>th</sup> day of November, 2020 the Board by unanimous vote **(consent agenda)** does approve for payment and these vouchers on the attached list and further described as follows: claim voucher number: **EMS:** 201101001 – 201101012 \$16,313.67; **FIRE:** 201102001 – 201102063 \$66,127.71; **FIRE:** 201103001 – 201103006 \$2,679.67; **FIRE:** 201104001 201194004 \$2,686.86; **FIRE:** 201105001 201105002 \$491.21.

Payroll:        10/16 – 10/31 Pd 11/10/2020  
                  11/1 – 11/15 Pd 11/25/2020

Also, reviewed and approved with the vouchers. **(consent agenda)**

## STAFF REPORTS

Deputy Chief/Asst. Chief/Equip/Training

Report stands as submitted. **(consent agenda)**

Fire Marshal/Facilities

Report stands as submitted. **(consent agenda)**

Adm. Asst.

Report stands as submitted. **(consent agenda)**

Liaison

No report.

**CITY REPORT**

Report stands as submitted.

Chairman Yeates inquired into any communication with the City regarding 110 C St SW. Chief Fortier informed the Board that the City has returned the keys for the building but that no discussion was forthcoming.

**CHIEF REPORT**

Report stands as submitted.

Interim Chief Leibelt also reported that he presented the Notice to the IAFF regarding the mechanic position. Interim Chief Leibelt informed the Board that the IAFF has not responded as of this meeting.

The heating and air conditioning unit installation is still ongoing but should be completed within a few days.

Chief Leibelt also discussed with the Board his intent to develop a firefighter hiring list annually. This will help expedite the hiring process of the district as needed.

Personnel

Presented to the Board: Tom Keller - Retiree (volunteer). Interim Chief Leibelt informed the Board that Gary Lebacken and Jacob Ward are leaving the resident program.

**It was moved/seconded (AW/CY-all concurred) to accept the presented, pending background/verification. Motion carried with all concurring.**

## UNFINISHED BUSINESS

### Station #37 Trinidad Update

Chief Fortier reported that he had not received the appraisal as of this meeting. He has contacted the Appraiser and was reassured that the document would be sent by Friday, November 13, 2020 and that he would be discounting his bill due to the delay in producing the document.

Chief Fortier reported on the Station #37 progress:

- Researched the Grant County Health Dept. septic system design and permit requirements.
- Contacted seven approved Septic System Designers (3 phone quotes). Grant County System Design was selected and should have a design in two weeks.
- Septic system test hole was performed and filled back.
- The septic system was observed and recorded.
- Chief Fortier met and spoke with several design firms. Three proposals were received and this information was distributed to the Board for review. Chief Fortier will also review the information and make a recommendation to the Board.
- Chief Fortier spoke with Inland Fire Protection to prepare an estimate for the onsite water storage, fire pump and automatic fire sprinkler system and should have this information within two weeks.

### Lorin Grigg Property – Update

Chief Fortier has not received the drawing from 48 North and is anticipating the information shortly.

### 110 C St. SW Quincy, WA

This was covered under the Chief Report.

**NEW BUSINESS**

**2021 Proposed Budget:**

The 2021 Fire, EMS and Bond budgets along with the certifications and resolutions were included in the board packet. District Secretary Stucky discussed the balanced budget with the Board indicating that the assessor figures used were preliminary.

As the Board had no additional discussion/corrections/questions, it was **moved/seconded (AW/CY/all concurring) to adopt the 2021 Fire, EMS and Budgets as presented. Motion carried.**

SHB 5136 was prepared for the Board. As the Board had no additional discussion/corrections/question, it was **moved/seconded (CY/AW/all concurring) to execute the SHB 5136.**

**Mechanic Job Description - Draft**  
**Resolution 20-11-06**

Included in the Board packet was the draft job description for a mechanic position. The Board reviewed the policy and Commissioner Williamson requested the addition of verbiage to include the ability to diagnostic experience in electric and hydraulic. With this addition, it was **moved/seconded to adopt Resolution 20-11-06 (AW/CY/all concurring). Motion carried.**

**WFC Health Care Employer Application Renewal 2021**

Included in the Board packet was the 2021 WFC Health Care Employer Application. District Secretary reviewed the information on the renewal with the Board. As the Board had no additional questions/corrections/comments, it was **moved/seconded (CY/AW/all concurred) to execute the document as presented.**

**EXECUTIVE SESSION**

Chairman Yeates cancel the executive session regarding real estate.

Chairman Yeates requested an executive session accordance with RCW 42.30.110 (1) G to review the performance of a public employee. Those in attendance: Chairman Yeates, Commissioner Williamson, District Secretary Stucky and Executive Assistant Weber. The executive session will be for 20 until 10:25 a.m.

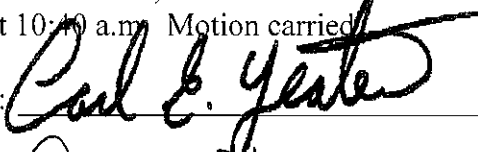
At 10:25 a.m. District Secretary Stucky informed the audience that the Board requested an additional 10 minutes until 10:35 a.m. Interim Chief Leibelt entered the session.

Chairman Yeates reconvened the regular commissioner meeting at 10:35 a.m. and it was **moved/seconded (CY/AW/all concurring) to extend the employment contract to Interim Chief Leibelt. Motion carried.**

Chief Leibelt discussed the vacation hours he currently has and requested due to work load, that he be allowed to move 7 days of vacation to 2021. As the Board had no additional questions/discussion/ it was **moved/seconded (AW/CY/all concurring) to allow 7 days of vacation for Interim Chief Leibelt to be moved into 2021. Motion carried.**

Being no further business, it was **moved/seconded (AW/CY/all concurring) to adjourn** the meeting at 10:40 a.m. Motion carried.

By Chairman:



By: Secretary:



Next regular scheduled meeting:

**REGULAR COMMISSIONER MEETING**

**WEDNESDAY, DECEMBER 9, 2020**

**TIME: 9:30 AM**